
2 Notification and Fabrication

Notification

Prefabrication Meeting

Office

CHAPTER TWO:

NOTIFICATION AND FABRICATION

NOTIFICATION

The Contractor or the Fabricator is required to give the DTE written notice in advance of the precast prestressed structural member fabrication start date. This notice shall state the name and location of the Fabricator for the contract. A copy of this notice is given to the Technician so that the Technician may contact the Fabricator and request a prefabrication meeting, if necessary. Typically this meeting is only required if something out of the ordinary is required by the contract. Examples of items requiring a prefabrication meeting include a trial batch, use of light weight concrete, or Special Provisions that require discussion. The DTE and Technician will decide if a prefabrication meeting is necessary. The prefabrication meeting is held before the fabrication start date.

PREFABRICATION MEETING

The time and location of the prefabrication meeting is mutually agreed upon by the Fabricator and the Technician. This meeting will take place at the fabrication plant. If the Fabricator requests this meeting to be held at a location other than the plant, the Technician is required to agree on the meeting location. The Technician will make an agenda for the meeting that will include items concerning what is expected of the Fabricator and to establish lines of communication between the Fabricator and the Technician. Addressing these items ahead of the fabrication process will help the Technician and Fabricator avoid disagreements as to what is expected and how any discrepancies are handled. The Technician will notify the DTE of the time and place of the meeting and the DTE will attend, if available.

After the Technician has made an agenda for the prefabrication meeting, the Technician will review the agenda with the DTE and make any changes. The Technician will give a copy of the agenda to the Fabricator prior to the prefabrication meeting. The Technician will also obtain a stamped approved set of the Fabricators shop drawings prior to the meeting. These drawings are not obtained from the Fabricator. The DTE will provide instructions for the Technician to download the approved shop drawings, design drawings, and other required materials from the INDOT website. A copy of the proposal and any contract revisions will also be downloaded to check for any Special Provisions that may apply. Advance notification of the meeting will allow the Fabricator time to prepare responses and paperwork that will expedite the meeting.

The Technician will take notes at the prefabrication meeting. A copy of these notes will be made available to all individuals in attendance within five days of the date of the meeting. Personnel in attendance at these meetings will be the Technician, the DTE, the Design Engineer, the Fabricator QC manager, the Fabricator Engineering Manager, and the Fabricator Shop Superintendent. Occasionally, the Prime Contractor will have a representative at the meeting. Either before or after the prefabrication meeting, the Technician will tour the fabrication facility with a representative of the Fabricator.

OFFICE

Some contracts may provide office space for the Technician. A type A field office in accordance with **707.03** is required to be supplied when office space is a provision of the contract. The Technician will review the office facilities provided before the prefabrication meeting to verify that all specification requirements are met. Any issues with the facilities provided will be discussed and resolved at the meeting. The office provided shall have high speed internet access.